

# **CRIMINAL JUSTICE TRAINING REFERENCE MANUAL**

## **ELECTRONIC MEDIA IN-SERVICE TRAINING GUIDELINES**

**SEP 98**

### **ELECTRONIC MEDIA POLICY**

December 1997

Effective January 1, 1994, the Department of Criminal Justice Services will initiate a program to approve Electronic Media programming under the provisions and conditions indicated as follows:

#### **I. DEFINITIONS SECTION**

For the purpose of these guidelines, the following definitions will apply.

- A. Alternative Receive Site - Any public safety facility, classroom or meeting facility that is capable of receiving or generating telemedia programs or any college or university telemedia department or computer lab.
- B. Certified Training Academy - Any criminal justice training academy maintaining current certification by the Department of Criminal Justice Services, Division of Training and Standards and which provides instruction of at least the minimum training standards mandated by the Board.
- C. Distance Learning - The acquisition of knowledge and skills through mediated information and instruction, encompassing all technologies and other forms of learning at a distance. Distance Education incorporates all instructional methods and media, but the instructional delivery does not constrain the student to be physically present in the same location as the instructor.
- D. Electronic Classroom - The use of a form of distance education to affect learning in which the instructor and the students are separated, electronic media is used in the classroom to unite instructor and students, and there is a simultaneous two-way communication (audio or audio/ visual) between the instructor and the students.
- E. Electronic Media Programming - Any telemedia programs capable of being transmitted by microwave, satellite, fiber optics or other means of telecommunication; interactive computer-based training; or interactive video training.
- F. Interactive Programs - Any electronic media training program which allows the student to converse, ask and answer questions or exchange information (interact) with the presentation source either verbally or electronically.
- G. Live Broadcast - Any telemedia conveyed by microwave, satellite or fiber optics in a broadcast format being received and viewed during the actual broadcast time. This does not include a retransmission of the programs by videotape or other recording formatted at a time other than initial broadcast.
- H. Stand - Alone Training - Any training or telemedia program designed and delivered as complete within itself on any given topic.
- I. User Agency - Any certified criminal justice training academy, local police, sheriff or other criminal justice agency that subscribes to or uses any electronic media for in-service training purposes.

#### **II. VIRGINIA CERTIFIED TRAINING ACADEMY APPLICATION**

- A. Electronic media programming may be incorporated into an approved mandated training program delivered by a certified academy designed for officers to comply with compulsory in-service training standards. A certified instructor must be present during application or broadcast of the program, with all other criteria for receiving in-service credit

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being met. The certified instructor shall incorporate appropriate copies of the course objectives and all applicable informational material into the course lesson plan.

### **III. ALTERNATIVE RECEIVE SITE APPLICATION**

- A. Partial in-service training credit for electronic media programming may be authorized for compulsory in-service training standards annually as follows:

Law Enforcement Officer - 8 hours maximum

Jailor or Custodial Officer - 6 hours maximum

Courtroom Security Officers and Process Service Officers - 4 hours maximum

Officers of the Department of Corrections, Division of Adult Institutions:

Corrections Officers and Sergeants - 6 hours maximum

Lieutenants through Facility Director - 8 hours maximum

- B. Partial in-service training credit for any stand-alone interactive video or computer-based training program must be pre-approved by DCJS. All requests for approval of interactive video or computer-based training must be submitted to the Division of Training and Standards at DCJS 90 days prior to implementation of training. The DCJS Technology Committee will preview these programs to determine if they are appropriate for use in criminal justice training. Appropriate partial in-service training credit hours will be determined by multiplying the average length of time it takes to complete the program by four (4). Stand-alone, non-interactive videotaped programs shall not be approved for partial in-service training credit.
- C. Partial in-service credit for any pre-approved training/instruction provided in an electronic classroom setting will be considered the same as regular classroom instruction. Partial in-service training credit hours will be awarded on an one-for-one basis. If a practical exercise involving demonstration of a physical skill is part of the instruction, a certified instructor must be present in the classroom with the students to assist with demonstrations and application of techniques. This also applies to any college course approved by the chief, sheriff, or agency administrator as appropriate for in-service training that is delivered through the use of an electronic classroom.
- D. Trainees shall be given a post-test on all electronic media programming. A minimum score of 70 percent shall be attained on all tests. In accordance with Section 7, paragraph B of the Rules Relating to Compulsory In-Service Training Standards, sheriffs, chiefs of police and agency administrators are not required to take a post-test. However, this does not relinquish the responsibility of each viewer for properly using any training information obtained in accordance with any applicable law, regulation, or policy.
- E. A DCJS certified instructor, designated agency training officer or supervisor must be present at all times whenever telemedia programs are being viewed by persons who are doing so for partial in-service training credit. The certified instructor, designated agency training officer or supervisor shall be responsible for recording attendance and administering and grading prescribed tests. Each DCJS certified instructor, designated agency training officer or supervisor shall be provided a copy of the course objectives and all applicable instructional material by the Chief of Police, Sheriff or Agency Administrator. The Chief of Police, Sheriff or Agency Administrator shall ensure that training records are maintained and are available for inspection and review. The Chief of Police, Sheriff or Agency Administrator shall also be responsible for ensuring that electronic media programming is appropriate for departmental employees and is in compliance with agency policy.
- F. An officer must view a minimum of four (4) hours of telemedia programming or a combination of other electronic media programming in order to obtain partial in-service training credit. No partial in-service credit will be

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authorized for training of less than four hours total. Fifty (50) minutes of programming constitutes an in-service credit hour.

- G. Partial in-service credit for electronic media training may be applied only to career development training unless otherwise approved by DCJS.

### **IV. USER AGENCY RECORD AND REPORTING REQUIREMENTS**

- A. An attendance roster must be recorded for each telemedia or distance education programming session for which the user agency desires partial in-service training credit. The attendance roster shall only indicate those individuals who were present during the entire broadcast segment.
- B. A user log shall be kept for all other electronic media program applications and shall record the user's name, social security number, time logged on, time logged off and name of the training program. Partial in-service training credit will only be awarded for completed training programs. If a program has multiple training segments, all segments must be completed in order to obtain in-service training credit.
- C. The Chief of Police, Sheriff or Agency Administrator shall obtain course programming information to include subject matter, date and times of the broadcast or presentation and the instructor name from the appropriate source of origination of the approved programming.
- D. A post test, answer guide, lesson plan, course objectives and any other applicable instructional material must be obtained and kept on file by each agency for all programs approved for partial in-service training credit.
- E. The Chief of Police, Sheriff, or Agency Administrator shall be responsible for ensuring that electronic media used by criminal justice officers for partial in-service training credit is in compliance with agency policy.
- F. The Chief of Police, Sheriff of Agency Administrator shall submit all electronic media training material as requested by and in the format specified by their academy. The academy will submit a Form 41 to DCJS indicating compliance with in-service training requirements as provided by these guidelines.
- G. All records relating to electronic media for which partial in-service training credit is approved shall be maintained in accordance with the requirements established by the Virginia State Library and DCJS.

### **V. CERTIFIED ACADEMY RECORD AND REPORTING REQUIREMENTS**

- A. Upon receipt of certification from the chief of police, sheriff or agency administrator of satisfactory completion of the minimum four (4) hours of approved programming, the director of each certified academy shall be responsible for processing training records of officers from their participating agencies who have completed electronic media programming for partial in-service training credit.
- B. The governing body of a certified regional academy or the agency administrator of an independent certified academy shall designate by policy the manner, format and time frame for submission of documentation necessary to ensure credit for attendance and satisfactory completion of mandated in-service training requirements. This information shall be submitted to each member agency's administrator.
- C. Upon completion of all mandated in-service training, including any credit received for electronic media, a Form 41 reporting roster indicating completion of all such requirements shall be submitted to DCJS.

**VI. MONITORING AND INSPECTION**

- A. All facilities, documents and materials associated with electronic media programming for partial in-service training credit shall be subject to inspection and review by staff of the Department of Criminal Justice Services.
- B. Failure to abide by the provisions of these guidelines shall invalidate all or part of electronic media training applied to compulsory in-service training requirements.

NOTE: These guidelines supersede previous policies/guidelines: Program Guidelines For Approval of DCJS Teleconference To Meet In-Service Training Requirements dated October 1991; and Pilot Program Guidelines For Approval of LETN Programming To Meet In-Service Training Requirements dated December 1991.

**Rev. 1/12/98**



